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Office of Personnel

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on board to

1. **FUNCTIONS - Traditional:**

a. Placement and Assignment

Selection, assignment development performance evaluation
Counseling and exit interviewing
Analysing and coding qualifications

b. Employee Services

Fund raising
Casualty affairs, personal emergency, retirement

c. Position Evaluation & Classification

d. Processing & Record Keeping

Actions, position inventory, applicant and employee
files, applicant correspondence, statistics and re-
ports.

2. **FUNCTIONS - Unusual or non-traditional:**

a. Full-scale recruiting throughout U.S.

b. Central processing for official travelers
personnel, finance, security and logistics

c. Administration of contract personnel
standard and special agreements

d. Administration of military personnel
includes liaison on all military matters

e. Administration of insurance program
issue of policies, collection of premiums, adju-
dication of claims on 12,043 policies of six
different types.

3. **FUNCTIONS - Administrative:**

Secretariat for Career Council, Honor Awards Bd. and
Selection Bd., Development of Policy & Programs, Staff
Support and liaison with Clandestine Services,
Special support for JOT program,
Director of Personnel Office operation, admin. and coord.

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- (1) Exception to the usual arises from heavy overseas rotation, including TDY, processing of security clearances and personal contacts due to security

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4. Interim Assignment Section

5. Production - Traditional

a. Placement & Assignment

1956: - 3407 interviews on selection, placement, rotation, development, performance, counseling.
- 1779 interviews, pre-exit and exit.
All employees: maintenance of qualification registers.

b. Employee Services

c. Position Evaluation & Classification

1956: - 4116 position surveys and 1142 position reviews
Wage board for craftsmen
Market surveys

d. Processing & Record Keeping

1956: - [REDACTED] actions (appts., separations, promotions, reassignments, step increases, etc.)
111,688 pieces filed.

1956: - 43,801 pieces of correspondence with applicants, wide variety of regular reports, maintenance of all personnel file - official records.

6. Production - Unusual or non-traditional:

a. Recruiting

1956: - Interviewed 18,019 candidates.

b. Central Processing

Travel orders, passports, visas, reservations, advances, security briefing, inoculations, medical examinations, foreign briefings, etc.

c. Admin. Contract Personnel

1956: - [REDACTED] contracts
Processing of all covert employees.

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1956: - 437 documents issued on allowances, differentials - cost of living plus educational, letters of authorization for military personnel.

d. Admin. of Military Personnel

- All procurement actions plus military records
- All liaison for [REDACTED] training and reserve affairs.

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e. Admin. of Insurance Programs

- [REDACTED] life policies with face of \$37,707,000.00.
- [REDACTED] hospital. & surg. policies paid [REDACTED] of \$470,000.00 in 1956.
- Additional policies on travel, income replacement and dread disease coverage.

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7. General:

Estimate that 45% of office is support for overseas.

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